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8 October 1953

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25 YEAR RE-REVIEW

REPORT FOR THE WEEK OF 5 - 9 OCTOBER

To: Director of Training

From: Management Training Division

Accomplishments

Had a very satisfactory "status of program to date" talk with General [redacted] regarding continuing Human Resources Program in OC. The first follow-up meetings with each of the four groups of supervisors in OC have been scheduled, one each week for the four weeks beginning 13 October. [redacted] indicated that he would like this program to continue indefinitely in OC.

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Had a good talk with [redacted] regarding follow-up meetings in the H. R. Program in FE. We shall continue with at least three follow-up meetings for each of the four groups of supervisors in FE; this will carry the program in FE up to March anyway, probably it will continue after that.

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Have been having very worthwhile six-month check-up talks with each member of the Management Training Division staff, - last week, this week, and next week. These half hour or longer conferences insure that each of us knows where he stands and where we think we're going as of today.

Plans

A new group of 17 supervisors in RI will commence the H. R. Program on 20 October.

General

A memorandum requesting sound-proofing for the classroom space in Wing Eye, Curie Hall, has been signed and given to [redacted] for action, - we hope in the very near future.

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A final report on Speedwriting has been prepared by [redacted] and forwarded to the individuals particularly interested in this problem.

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We regret that [redacted] is leaving us on 9 October after having made real contributions to the Clerical Training Branch during her service in OTR. We shall miss her as a person and as a co-worker.

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cc. to [redacted]

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